

Event	Date	Time	Location	Description	How to Register
MT\$ource Training	Ongoing	See registration site.	See registration site.	<p>Who Will Need Training: It is essential that all users who perform purchasing related function(s) for their division/department to register online in order to attend a training session for MT\$ource.</p> <p>We are now offering ADVANCED training sessions for both Approvers and Shoppers/Requestors. ADVANCED training is for those who have attended at least one previous session. It will include a brief review, an in-depth exploration of particular functions, and the opportunity to provide help with specific questions through open discussions.</p> <p>Please register for a training session as your schedule permits, Procurement Services will be offering training most days in the morning and afternoon. You are invited to register and attend as many training sessions as you think are necessary.</p> <ul style="list-style-type: none"> • Read all of the registration instructions that are accessible at the site prior to registering for a session. • Users should provide all information required upon registering for sessions 	<p>Please use the link below for instructions on how to register and registration times and dates.</p> <p>(Note you may want to copy and paste the link to Microsoft Explorer or Mozilla Firefox): <u>Registration Site:</u> http://boffice155.mtsu.edu:9699/register.asp</p> <p>If you have additional questions, please email them to purchase@mtsu.edu or call Procurement Services at 898-2944.</p>

				<ul style="list-style-type: none"> • If you register for a session, and later decide to not attend, then please email the purchasing office so that another user may take your seat as seating is limited. • Please remember to update your personal calendars once you have signed up for a session. • Training materials will be available along with visuals that will guide you through the various processes. 	
Various HR Topics	Ongoing	See registration site.	See registration site.	<p>Human Resource Services regularly offers training sessions for various HR topics.</p> <p>For current topics and detailed information, dates, times, locations, and registration please follow the link below.</p> <p>http://boffice155.mtsu.edu:9599/intro.htm</p>	<p>To register click on the link below:</p> <p>http://boffice155.mtsu.edu:9599/intro.htm</p>